



## DELAWARE JUDICIARY

### OFFICE OF THE CHILD ADVOCATE

**Contract Position**  
**(Individual will not be a State of Delaware Employee)**

### DATA ANALYST

**Opening Date:** May 20, 2015 **Closing Date:** June 2, 2015

**Contract Rate:** \$25-\$35 per hour

**Recruiting For:** Office of the Child Advocate

**Location:** New Castle County, City of Wilmington

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#### **Summary Statement:**

This employee reports to the Office of the Child Advocate (OCA), on behalf of the Child Protection Accountability Commission (CPAC).

The CPAC seeks an enthusiastic data analyst to work collaboratively across agencies to collect, analyze, interpret and present data related to child welfare (well-being) measures. The data analyst will play a key role in maintaining and updating all of the CPAC's Data Dashboards. The individual will demonstrate excellent data collection and analytical skills and must be able to present complex data in user-friendly formats that makes the information accessible to a wide audience of child welfare stakeholders. Knowledge of statistics and their use as an analytical and evaluation tool is a requirement for the position. The candidate will participate in a variety of stakeholder committees/workgroups to ensure thorough understanding of the issues that need data analysis, evaluation and review. The individual must be able to maintain effective working relationships with a wide array of stakeholders in order to accomplish work objectives.

The specific responsibilities of the candidate will include the following:

- Staff the CPAC Data Utilization Committee
- In consultation with (CPAC) formulate scope of studies in which needs and problems are identified, objectives are clarified and defined and approaches are explored and assessed.
- In consultation with (CPAC) plan and conduct varied statistical studies on relevant issues.
- Develop/designs systems for evaluating the effectiveness of operations in meeting established goals and objectives.

- Work with stakeholders to collect already existing data related to child welfare measures. Analyze, interpret and identify data trends.
- Participate on committees, taskforces and workgroups as assigned by CPAC. Assist committees in obtaining additional data or in streamlining data exchanges.
- Participate in reviews concerning grant applications or requests for additional funding or programmatic changes and make recommendations.
- Clearly express and present ideas and conclusions of data clearly, concisely and effectively through verbal and written communication.
- Assist the Office of the Child Advocate in evaluating existing databases and making recommendations for a case management system.
- Provide Quality Assurance on databases to ensure accuracy across systems.

**Minimum Qualifications:** Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Possession of a Bachelors degree or higher which includes coursework in conducting studies, descriptive statistics and inferential statistics
2. Experience in conducting studies such as evaluating operations, programs, services, policies and procedures to determine efficiency, effectiveness, whether goals and objectives are met and compliance with laws, rules, regulations, policies and procedures.
3. Experience in descriptive statistics such as the mean, median, mode or standard deviation.
4. Experience in narrative report writing.
5. Knowledge of inferential statistics such as correlation, t-tests, f-tests or analysis of variance.
6. Ability to communicate clearly and effectively.

**Preferred Qualifications:**

1. Experience in child welfare or social services is preferred.

**Conditions of Employment:**

- A satisfactory criminal background check and Child Protection Registry Check is required as a condition of employment.

**Submitting Your Letter of Interest and Resume:** Interested individuals should submit a letter of interest and resume no later than June 2, 2015, by any one of the formats listed below:

1. E-mail attachment with the words “Data Analyst” in the subject line to: [apps.aoc@state.de.us](mailto:apps.aoc@state.de.us) (preferred method).

2. Fax to: (302) 255-2482, Attention: Human Resources

3. Mail to: Administrative Office of the Courts  
The Renaissance Centre  
405 N. King Street, Suite 507  
Wilmington, DE 19801

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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